MICHELLE GORDON PIANO STUDIO

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STUDIO POLICY FOR 2015-2016

STUDIO YEAR

The Studio calendar year runs from the first lesson in September through the last lesson in June. The Studio Calendar for this academic year is part of this Studio Policy. Summer lesson scheduling and length can be flexible to accommodate busy summer schedules. Students can also choose to continue lessons through the summer with no change in schedule or monthly tuition.

INSTRUCTION

Each student is given a 45-minute lesson, which is enriched with computer-aided instruction using the newest and most innovative software programs, as well as educational websites.

One-Hour group lessons are held 6 times during the school year session in place of the private lesson for that week. Attendance at group lessons is expected.

COMPUTER LAB

The technology in the studio is designed to build and reinforce various musicianship skills, and provide students with additional opportunities to learn Music Theory and Analysis, Composition, Ear-Training, Music History, Music Notation, and Sight-Reading. The Lab experience also includes improving critical listening skills of musical masterworks. Students are expected to respect all studio property and to use equipment carefully.

GROUP LESSONS

Group lessons are scheduled during six Group Lesson Weeks, clearly marked on your Studio Calendar. Group lessons are scheduled on Mondays.

Prior to September, each student will be assigned to a specific group, and that group will be assigned a specific time. If for any reason your child cannot attend his or her assigned group lesson, he or she may attend another group that same day. Group lessons cannot be made up at a later date

TUITION AND FEES

Tuition is \$1250 per year, which is payable either yearly, by semester, or monthly installments. Please make checks payable to "Michelle Gordon". Tuition is not refundable. Tuition is based on enrollment, not attendance. Tuition also reflects the amount of detailed preparation I put into planning lessons, the cost of piano maintenance, teaching supplies and studio expenses, as well as continuing education and professional memberships, which enhance my level of teaching and provide local and regional opportunities for my students.

There is no deduction in Tuition for missed lessons. Lessons missed by students for any reason will not be rescheduled. Students may use the studio Swap List to change their lesson times for any reason. Lessons missed by the teacher will always be rescheduled.

There will be a \$10.00 late payment fee for payments received after the first lesson day of the month. Returned check fee is \$25.00

A slight increase in tuition should be expected each year.

Methods of payment:

10 Monthly Installments \$125.00 due the first lesson day of the month (Only form of payment for all students who begin lessons after September 30.)

2 Semester Installments \$625.00 due the first lesson day of the year

\$625.00 due on February 1, 2016

One Yearly Payment \$1250.00 due the first lesson day of the year

Annual Registration Fee: 1 student: \$70.00

2 siblings: \$120.00

3 or more siblings: \$190.00

CANCELLED OR MISSED LESSONS

There are no makeup's refunds or credits for missed lessons. To avoid missing a lesson, you can switch your lesson time with another student. Please email the teacher to request a Swap List should you need to reschedule your child's lesson.

If Public School is cancelled in the ORR School System, please call the Studio to find out if there are lessons.

Makeup Lessons will not be given for lessons missed due to family vacations during the school year.

SWAP LIST

The Swap List contains everyone's name, lesson time and email. You may use this list to rearrange lessons for important and unavoidable conflicts. Once you have made a Swap, please confirm your exchange and call or email to let me know. I am not available to teach at times not listed on the Swap List.

TERMINATION FROM THE STUDIO

I reserve the right at any time to terminate the lessons of any student for any reason.

If parents or students choose to discontinue lessons for any reason, kindly give me 30 days notice so that I have time to interview prospective students to take your spot. No refunds will be given for prepaid tuition or registration fees.

PICKING UP YOUR CHILD

For their safety, students are also not allowed to wait for parents outside. They will be watching for you from inside. Please do not beep your horn to announce your arrival as I am always concerned with being considerate to my neighbors.

PIANO

Be certain that your piano is kept tuned and in good condition. Piano tuners in the area include: Steven Piazza, 990-0062; Claude Cobert, 992-4739, Chris Brown, 295-6104, and Andrew Pettey, 800-804-6220

MICHELLE GORDON PIANO STUDIO – STUDIO POLICY AGREEMENT

Please return one with the Registration Form, and keep one for your records.

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Parent's Name	Date
Phone Number	Email (To appear on Swap List)

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